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**Requesting Public Records From the
Louisiana Office of Alcohol & Tobacco Control**

General: The Louisiana Office of Alcohol & Tobacco Control (ATC) processes public records requests during regular business hours each business day. The Louisiana Public Records Law is La. R.S. 44.1 *et seq.*

Requirements: All requests for copies of ATC public records must be in writing and must comply with the following:

1. Include the name of the person requesting the public record.
2. Include the list of clearly identified ATC public records being requested.
3. Requests for ATC public records must be made by mail, courier, fax, or in person. Email requests will not be accepted.

Method of Access: Requests should be made on the ATC Public Records Request Form(s) to:

LA Office of Alcohol and Tobacco Control
Attn: Legal Counsel
8585 Archives Ave., Suite 220
Baton Rouge, LA 70809
Or via fax to (225)925-4747

Response to Request: ATC will notify all requestors, within three days, exclusive of Saturdays, Sundays, and legal public holidays, of the status of the request. The requestor will be notified of the applicable fees due. See "Fees" below. Upon receipt of applicable fees, public records are available to the requestor. If payment is not received within 10 days after notice is sent by ATC to the requestor, it may be necessary for the requestor to initiate a new request.

Fees: The Uniform Fee Schedule for copies of public records is published in the Louisiana Administrative Code at LAC 4:I.301. (Note: there is no fee assessed to view the public record at the ATC office.

Uniform Fee Schedule		
Item	Regular Fee	Free or Reduced Fee
Copy, including records on preprinted computer reports, up to 8½ by 14 inches	\$0.25 per one-sided page \$0.50 per two-sided copy	\$0.05 per one-sided page \$0.10 per two-sided copy
Copy, color, up to 8½ by 14 inches	\$1 per one-sided page \$2 per two-sided copy	\$0.50 per one-sided page \$1 per two-sided copy
Copy, larger than 8½ by 14 inches	Actual cost	Actual cost
Copy of existing electronic file	\$0.25 per one-sided paper copy \$0.50 per two-sided paper copy	\$0.05 per one-sided paper copy \$0.10 per two-sided paper copy
Copy of disk, CD, videotape or audiotape (disk, CD, or tape shall be provided by department only)	\$15 per disk/CD/tape copied	\$5 per disk/CD/tape
Computer generated report that requires data processing time (disk/CD shall be provided by department only)	\$25 per hour plus \$15 per disk/CD	\$5 per hour plus \$5 per disk/CD
Copies printed or produced by outside sources at the request of the department	Actual cost	Actual cost
Postage & Handling	Actual cost	Actual cost
Surcharge for every 100 pages copied	\$10	\$10
Certification of copy	\$5 per certification	\$5 per certification
Viewing records	No charge during regular office hours	No charge during regular office hours

Free or Reduced Rate: In order for ATC to consider a free or reduced rate for copies of public records, the requestor must qualify and certify qualification through submission of the ATC Certificate for Free or Reduced Rates Form.

Payment: Fees for copies of public records must be paid in advance by check or money order made payable to the Louisiana Office of Alcohol and Tobacco Control. Records are unavailable until fees (where applicable) are received. Once a public record is copied and delivered to the requestor, it cannot be returned to LDR for credit.

Delivery of Records: Processed records requests may be delivered to the requestor by any means listed below. The means of delivery may be determined by the requestor.

- a. Copies mailed to requestor at mailing address provided by requestor
- b. Copies picked-up in person by the requestor
- c. Copies emailed to the requestor at provided email address
- d. Records made available for viewing in person at ATC headquarters

